Property: Unit:

Manager: Phone:

Email:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cleaning Checklist** |  |  |  |

**Assignment**

* Housekeeper
* Phone
* Email
* Assignment Date
* Requested Completion Date
* Unit
* Notes

**Completion**

* Completion Signature
* Completion Date:

|  |  |  |  |
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| **Room** | **Item** | **Directions** | **Initial** |
| **Entry Area** | Door | Clean inside & out | \_\_\_\_ |
|  | Door jamb & threshold | Wipe | \_\_\_\_ |
|  | Walls & floor | Wipe | \_\_\_\_ |
|  | Light fixture & bulb | Dust | \_\_\_\_ |
| **Living / Dining Area** | Light fixtures & bulb | Dust  | \_\_\_\_ |
|  | Shelves & walls  | Wipe & remove all stains | \_\_\_\_ |
| **Bedrooms** | Closet shelves | Clean top & bottom | \_\_\_\_ |
|  | Closet clothing rack pole | Clean  | \_\_\_\_ |
| **Patio or Balcony** | Walls | Sweep | \_\_\_\_ |
|  | Floor | Sweep or mop | \_\_\_\_ |
|  | Light fixture | Clean  | \_\_\_\_ |
| **Windows** | Sliding tracks | Clean | \_\_\_\_ |
|  | Window  | Inside and out | \_\_\_\_ |
|  | Window sill | Clean | \_\_\_\_ |
|  | Treatments | Wash & replace if necessary  | \_\_\_\_ |

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| **Room** | **Item** | **Directions** | **Initial** |
| **Kitchen** |  |  | \_\_\_\_ |
|  **All Surfaces** | Walls & cabinet fronts | Wipe down | \_\_\_\_ |
|  | Countertops | Including tile grout  | \_\_\_\_ |
|  **Stove/Oven**  | Surfaces | Interior, exterior, including sides | \_\_\_\_ |
|  | Adjoining surfaces | Include floor/walls behind & underneath | \_\_\_\_ |
|  | Racks & drip pans | Remove & clean | \_\_\_\_ |
|  | Oven | Clean | \_\_\_\_ |
|  | Range top | Lift & clean underneath | \_\_\_\_ |
|  | Dials & knobs | Remove & clean | \_\_\_\_ |
|  **Refrigerator** | Surfaces  | Interior, exterior, including sides | \_\_\_\_ |
|  | Adjoining surfaces | Include floor/walls behind & underneath | \_\_\_\_ |
|  | Racks & drawers | Remove & clean | \_\_\_\_ |
|  | Door liners & jambs.  | Clean  | \_\_\_\_ |
|  **Sink** | Sink & faucet  | Clean & polish | \_\_\_\_ |
|  | Empty disposal  | Be cautious, of course.  | \_\_\_\_ |
|  | Spray attachment | Clean entire hose | \_\_\_\_ |
|  **Lights** | Fixtures & bulbs | Dust | \_\_\_\_ |
|  | Fan blades | Dust | \_\_\_\_ |
|  **Cabinets** | Drawers | Remove & clean | \_\_\_\_ |
|  | Shelves | Including underside | \_\_\_\_ |
|  | Doors | Clean inside & out | \_\_\_\_ |
|  **Dishwasher** | Door | Clean inside & out | \_\_\_\_ |
|  | Interior | Including drain catchment  | \_\_\_\_ |
|  **Vent & Hood** | Filter | Remove & clean | \_\_\_\_ |
|  | Fan blades | Dust | \_\_\_\_ |
|  | Surfaces | Clean | \_\_\_\_ |
|  | Light bulbs | Dust | \_\_\_\_ |

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| **Room** | **Item** | **Directions** | **Initial** |
| **Bathrooms** |  |  |  |
|  **Surfaces** | Walls | Clean | \_\_\_\_ |
|  | Tile & grout | Clean | \_\_\_\_ |
|  | Mirrors | Clean | \_\_\_\_ |
|  | Bath tub | Clean | \_\_\_\_ |
|  | Cabinet Fronts | Clean | \_\_\_\_ |
|  | Cabinet Interiors | Clean | \_\_\_\_ |
|  | Toilet & tank | Clean | \_\_\_\_ |
|  | Sink | Clean | \_\_\_\_ |
|  **Fixtures** |  |  |  |
|  | Towel racks  | Clean | \_\_\_\_ |
|  | Paper holder | Clean | \_\_\_\_ |
|  | Faucets, etc. | Clean | \_\_\_\_ |
|  | Knobs | Clean | \_\_\_\_ |
|  | Shower head | Clean | \_\_\_\_ |
| **Utility Closets**  | Note: Be careful when introducing fluids into appliances. If in doubt, dry-wipe.  |
|  | Appliances | Dry wipe | \_\_\_\_ |
|  | Shelves | Dry wipe | \_\_\_\_ |
|  | Floor | Sweep | \_\_\_\_ |
| **Laundry Area**  | Note: Be careful when introducing fluids into appliances. If in doubt, dry-wipe.  |
|  | Electrical outlets | Dust only | \_\_\_\_ |
|  | Appliances | Clean inside & out | \_\_\_\_ |
|  | Shelves | Clean top & bottom | \_\_\_\_ |
|  | Faucet connections | Clean  | \_\_\_\_ |
| **Fireplace** | Interior | Remove ashes, dust, and dirt | \_\_\_\_ |
|  | Grates & screens | Clean  | \_\_\_\_ |
|  | Mantel | Clean  | \_\_\_\_ |
| **Entire Apartment**  | Carpets | Vacuum | \_\_\_\_ |
|  | Floor tile | Strip wax and mop | \_\_\_\_ |
|  | Baseboards | Wipe down | \_\_\_\_ |
|  | Windows | Clean inside & out | \_\_\_\_ |
|  | Window sills | Clean  | \_\_\_\_ |
|  | Walls | Wipe & remove stains | \_\_\_\_ |